

To: Bishop, Debbie[Bishop.Debbie@epa.gov]
From: Field, Jeff
Sent: Fri 10/2/2015 5:37:20 PM
Subject: RE: Oct 26, Availability of Machinist Hall Bridgeton MO

Understand.

Thanks

From: Bishop, Debbie
Sent: Friday, October 02, 2015 12:31 PM
To: Field, Jeff <Field.Jeff@epa.gov>
Cc: Jackson, Robert W. <Jackson.Robertw@epa.gov>; Washburn, Ben <washburn.ben@epa.gov>
Subject: RE: Oct 26, Availability of Machinist Hall Bridgeton MO

Hi Jeff, yes, I will call the facility to reserve per the agreement below and we can pay using my bankcard. However we cannot sign any "contract", otherwise it would have to go up to Contracts to fulfill, we could just be invoiced for the costs and pay.

Debbie M. Bishop

U.S. EPA Region 7 - Superfund Division

11201 Renner Blvd.

Lenexa, KS 66219

Ph: 913-551-7529

Email: bishop.debbie@epa.gov

From: Field, Jeff
Sent: Friday, October 02, 2015 12:26 PM
To: Bishop, Debbie <Bishop.Debbie@epa.gov>
Cc: Jackson, Robert W. <Jackson.Robertw@epa.gov>
Subject: FW: Oct 26, Availability of Machinist Hall Bridgeton MO

Debbie,

See the email from Ben Washburn related to an upcoming CAG meeting. We will need to coordinate with the folks at the Machinist Hall to reserve the facility. Let me know if you have any questions.

Jeff

From: Washburn, Ben
Sent: Friday, October 02, 2015 11:07 AM
To: Field, Jeff <Field.Jeff@epa.gov>
Subject: FW: Oct 26, Availability of Machinist Hall Bridgeton MO

Hi Jeff,

Per our discussion, below is the info for the CAG meeting. As I said, HQ is fine with us using a purchase card to pay.

Benjamin M. Washburn

Public Affairs Specialist

EPA Region 7

(913) 551-7364

From: West Lake Landfill / Bridgeton Landfill CAG [<mailto:westlakecag@gmail.com>]
Sent: Friday, October 02, 2015 9:44 AM
To: Washburn, Ben <washburn.ben@epa.gov>; Vann, Bradley <Vann.Bradley@epa.gov>; Douglas Clemens <douglas.clemens@att.net>; Bob Nowlin <nowlinbobjean@sbcglobal.net>; Erin Harman <eharman@cdc.gov>
Subject: Oct 26, Availability of Machinist Hall Bridgeton MO

Ben & Doug. I have confirmed the Machinist Hall in Bridgeton MO is available for our requested date of 10/26/2015. They provide tables, chairs, podium, speaker system and projector screen . (no projector).

Cost is \$300 + tax = \$325.09

They will write a contract over the phone and send paperwork as necessary to secure payment.

Contact person is : Sue phone 314-739-6200 (choose prompt for hall rental). I gave them an estimate of 75-100 attendees.

Ben - Can you confirm EPA will pay this bill directly and arrange with Machinist Hall or if you will reimburse

CAG for the expense?

Doug - any words/guidance.

Thanks.

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Thank you - West Lake Landfill / Bridgeton Landfill Community Advisory Group

www.WestLakeCAG.org